

**HARLOW DISTRICT COUNCIL**

**EQUALITY IMPACT ASSESSMENT FORM TEMPLATE**

NB: This EIA template form should be completed as part of an assessment or screening process involving a minimum of the Project Lead plus at least one other officer. It is strongly recommended that it not be completed by one person working on their own.

<b>Name of service, function or policy being assessed</b>	Development Control – reduction in services.
<b>Service/Department</b>	Regulation
<b>Names and roles of officers completing the assessment (indicate Lead officer)</b>	Graeme Bloomer (Lead) , Dianne Cooper
<b>Contact telephone number of Lead officer</b>	446270
<b>Date assessment completed</b>	26/1/11

## 1. Aims of the policy/service/function and how implemented

	Key Questions	Notes
1.1	Is this a new policy/service/function or a review of an existing one?	Review of existing service. It is proposed that the duties, functions and responsibilities of the Development Control Service (DC) are reduced to achieve a budgetary saving. No area of responsibility is to be abandoned: the range and extent of work within any identifiable areas will be restricted and there will be an increase in time taken to respond to site visits and processing planning applications, correspondence, meetings, complaints, enforcement and there will be a reduction in level of specialist advice.
1.2	Briefly state the main purpose of the policy/service/function?	The Primary function of DC is to implement and enforce the statutory powers and duties of the Town and Country Planning Act 1990, Town and Country Planning Act (General Development Procedure) Order 1995, Planning and Compulsory Act 2004, the Town and Country Planning Order 2008 and Town and Country Planning (Development Management Procedure) (England) Order 2010.
1.3	Briefly state the main activities of the policy/service/function?	<p>The main activity is to Regulate development to ensure that proposals are in conformity with Local Plan policy and planning legislation to reduce or mitigate any adverse planning related issues for properties or occupiers of the adjoining properties.</p> <p>The Development Management Team is responsible for processing planning applications and providing advice relating to the erection of new buildings, extensions to existing buildings, material changes of use, and advertisements. In addition, they deal with applications to demolish or alter buildings listed as being of historic or architectural interest, and applications to demolish unlisted buildings in conservation areas. They also issue tree preservation orders and deal with tree works applications. Lastly, breaches of planning control are investigated and, where appropriate, enforced against.</p> <p>Development Management's main priority is to enable high quality development in the right locations whilst ensuring that it accords with relevant policies in the Harlow Replacement Local Plan (2006), and national guidance, and that wherever appropriate, community benefits are secured as part of development proposals. Their aim is to promote sustainable development and encourage good design to enhance the character and quality of the</p>

		environment for Harlow's residents, businesses and developers. The ability to communicate concepts to both the lay and professional sectors is of prime importance for both professional and technical staff.
1.4	Who are the main beneficiaries? Whose needs is it designed to meet?	Current and future residents, businesses, visitors, developers and investors.
1.5	Which staff carry out the policy/service/function?	All DC staff

## 2. Information Gathering and Data Collection

	Key Questions	Notes	If further data collection is needed – state by whom, when and how is it going to be done?
2.1	<p>What <b>quantitative</b> (numerical) data do you already have (e.g. national and local demographic data, equality monitoring data, employee data, customer profile data etc) about those who use or will use the policy or service?</p> <p>What gaps are there in the data?</p> <p>What else do you need?</p>	<p>No direct information on applicants, agents, statutory consultees, consultee neighbours, objectors or complainers or those breaking the planning law.</p> <p>The planning legislation and policy is applied equally to all. It is not dependent or related to ethnicity, age group and gender.</p> <p>Quantitative data does not change the Planning Acts or the planning process.</p>	N/A
2.2	<p>What <b>qualitative</b> data do you already have (e.g. results of customer satisfaction surveys, results of previous consultations, staff surveys, analysis of customer complaints/comments, feedback from community groups or individuals etc) about those who use or will use the policy or service?</p> <p>What gaps are there in the data?</p> <p>What else do you need?</p>	<p>3 yearly satisfaction survey. Satisfaction or dissatisfaction with the service reflects whether the planning permission has been granted or refused not to any equalities group.</p>	N/A

### 3. Consultation

Please state below what formal or informal consultation has taken place or that you are planning to hold with appropriate stakeholders in relation to this policy/function			
	Key Questions	Notes	If further consultations are needed/ planned – state with whom, by whom, when and how is this going to be done?
3.1	<p>What consultations have been held and with whom did you consult?</p> <p>What were the main issues raised?</p>	<p>Agents have been consulted to help them with electronic submission.</p> <p>None</p>	Not appropriate
3.2	<p>What consultations were held specifically with the equality target groups?</p> <p>What were the main issues raised?</p>	None to date	Not appropriate

	Key Questions	Notes	If further consultations are needed/ planned – state with whom, by whom, when and how is this going to be done?
3.3	<p>Is the Council working in Partnership with other organisations to implement this policy/function? Should this be taken into consideration? (E.g. Agreeing the equalities monitoring categories) Should the partnership arrangements have an EIA?</p>	<p>Partnerships relates to professional advice given on various aspects of the statutory planning function but the implementation of that statutory duty is not related to or dependent upon or would vary depending upon any particular equality group.</p>	N/A

**Note**

- It is a legal requirement that consultation takes place with appropriate stakeholders as part of the EIA process.
- You must ensure that you record all the main areas of concern raised by equality and customer groups during consultations and how you aim to address these concerns.

**4. Assessment of Impact**

Based on the data you have analysed and provided, and the results of the consultation or research you have undertaken, list below how the policy or function will or does work for each of the following equalities groups.

Identify any differential impact and consider whether the policy/function meets any particular needs identified for each of the six equalities groups.

**NB:If you do identify any adverse impact you must:**

- a) **Seek appropriate advice as to whether it is highlighting unlawful discrimination or is potentially discriminatory, and**
- b) **Identify steps to mitigate any adverse impact**

**Include any examples of how the policy or function helps to promote race, disability, age and/or gender equality.**

		<b>State evidence of impact or potential impact/How helps to promote equality</b>
4.1	<p><b>Gender</b> – identify the impact/potential impact of the policy/function on women, men and transgender people</p> <p style="text-align: center;">And/or</p> <p>Proposed measures to mitigate any adverse impacts</p>	<p>Impact is equal to all.</p> <p>With less staff and reduction in budget there will be less capacity to explain the Statutory process, provide advice, respond to complaints, undertake enforcement and protect individual planning rights and to respond to any issues that might arise.</p>

		<b>State evidence of impact or potential impact/How helps to promote equality</b>
4.2	<p><b>Disability</b> – identify the impact/potential impact of the policy on disabled people (ensure consideration of a range of impairments including visual and hearing impairments, mobility impairments, learning disability etc)</p> <p style="text-align: center;">And/or</p> <p>Proposed measures to mitigate any adverse impacts</p>	<p>Impact is equal to all.</p> <p>With less staff and reduction in budget there will be less capacity to explain the Statutory process, provide advice, respond to complaints, undertake enforcement and protect individual planning rights and to respond to any issues that might arise.</p>
4.3	<p><b>Age</b> – identify the impact/potential impact of the policy/function on different age groups</p> <p style="text-align: center;">And/or</p> <p>Proposed measures to mitigate any adverse impacts</p>	<p>Impact is equal to all.</p> <p>With less staff and reduction in budget there will be less capacity to explain the Statutory process, provide advice, respond to complaints, undertake enforcement and protect individual planning rights and to respond to any issues that might arise</p>
4.4	<p><b>Race</b> – identify the impact/potential impact of the policy/function on different black and minority ethnic groups, including Gypsy and Traveller communities</p> <p style="text-align: center;">And/or</p> <p>Proposed measures to mitigate any adverse impacts</p>	<p>Impact is equal to all.</p> <p>With less staff and reduction in budget there will be less capacity to explain the Statutory process, provide advice, respond to complaints, undertake enforcement and protect individual planning rights and to respond to any issues that might arise</p>



		<b>State evidence of impact or potential impact/How helps to promote equality</b>
4.5	<p><b>Sexual orientation</b> – identify the impact/potential impact of the policy on lesbians, gay men, bisexual and heterosexual people</p> <p style="text-align: center;">And/or</p> <p>Proposed measures to mitigate any adverse impacts</p>	<p>Impact is equal to all. With less staff and reduction in budget there will be less capacity to explain the Statutory process, provide advice, respond to complaints, undertake enforcement and protect individual planning rights and to respond to any issues that might arise</p>
4.6	<p><b>Religion/belief</b> – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no faith</p> <p style="text-align: center;">And/or</p> <p>Proposed measures to mitigate any adverse impacts</p>	<p>Impact is equal to all. With less staff and reduction in budget there will be less capacity to explain the Statutory process, provide advice, respond to complaints, undertake enforcement and protect individual planning rights and to respond to any issues that might arise</p>
4.7	<p><b>Socio-economic disadvantage</b> – identify any impact on those who have a low income, or whose family circumstances/history may affect their ability to access services e.g. carers and the cared for; pensioners; single-parents; long-term unemployed; history of abuse/domestic violence; benefits claimants; housebound; chronically ill;</p>	<p>Impact is equal to all. With less staff and reduction in budget there will be less capacity to explain the Statutory process, provide advice, respond to complaints, undertake enforcement and protect individual planning rights and to respond to any issues that might arise.</p>

4.8	<p><b>Any other groups, if appropriate</b> e.g. children leaving care; pregnant or breast-feeding mothers; carers etc</p>	None identified
		<b>Notes</b>
4.9	<p>Are there any additional measures that could be adopted to further equality of opportunity in the context of this policy/service/function and to meet the particular needs of equalities groups that you have identified?</p>	<p>Until person applies for planning permission it is not known what level of information/support they need to be able to make a valid planning application or until a breach in law is identified it is not known if that person does not understand planning legislation. When either issue arises then what resources are required will be identified. Tthe ability to communicate concepts to both the lay and professional sectors is of prime importance for both professional and technical staff.</p>

**NB**

Please provide a summary overview by completing the Section overleaf, ticking the relevant boxes to confirm the outcome and findings of this assessment process

It is also essential that you complete an action plan based on your assessment (see form EIA.2) and attach this to your Equality Impact Assessment form (EIA.1) form. This is a vital component of the equalities impact assessment process.

Include all of the measures that you will take to improve the policy/function for the different equalities characteristics, e.g. staff training, positive action, revisions to policy, monitoring of your action plan, etc.

Once you have completed the forms EIA.1 and EIA.2 please sign and date and:

a) Send a copy to your Head of Service for endorsement

b) Keep a copy as a record of the processes you have been through in carrying out the EIA

c) Send a PDF copy of the signed and endorsed EIA form plus enclosed action plans to the Corporate Equalities Group via the HDC Community Liaison Officer [equalities@harlow.gov.uk](mailto:equalities@harlow.gov.uk)

**5. Summary Overview of EIA**

As a summary overview of information and findings provided in the earlier sections of this Equality Impact Assessment, please tick the relevant boxes as appropriate to denote the OUTCOME of this process for each of the Equality Characteristics.

Equalities category	No adverse impact AND promotes equality and diversity <i>Please tick ✓ if appropriate</i>	No adverse impact BUT equality and diversity NOT promoted <i>Please tick ✓ if appropriate</i>	Evidence of adverse impact <i>Please tick ✓ if appropriate</i>
Gender and transgender		√ (other than equal to all of the population)	
Race		√ (other than equal to all of the population)	
Disability		√ (other than equal to all of the population)	
Age		√ (other than equal to all of the population)	
Sexual orientation		√ (other than equal to all of the population)	
Religion and belief		√ (other than equal to all of the population)	
Socio-economic disadvantage		√ (other than equal to all of the population)	

**NB:** Tick relevant box as appropriate and based on information provided in section

Note

- If you are unsure of any aspect of this Equality Impact Assessment process you can seek guidance from your service representative on the Corporate Equalities Group or from the HDC Community Liaison Officer who can be contacted on [equalities@harlow.gov.uk](mailto:equalities@harlow.gov.uk) and extension 6388.
- Once the EIA form has been completed please ensure all enclosures are attached then sign and date the form, ensure it is countersigned by your Head of Service, keep a copy for your records and send a PDF to [equalities@harlow.gov.uk](mailto:equalities@harlow.gov.uk)

Signed  
Project Manager .....

Countersigned  
Head of Service .....

Print Name D Cooper.....

Print Name G BLOOMER .....

Date .01.11 .....

Date .01.11.....

Under the Freedom of Information Act, this completed EIA form will be placed on the Harlowweb and be available on request to the general public.